

## Meeting Minutes

### Ellsworth Public Library Board of Trustees Meeting

Tuesday, June 28, 2016

5:00 p.m.

Ellsworth Public Library, 312 West Main St., Ellsworth, WI 54011

#### **I. Call to order**

The meeting was called to order at 5:02 pm by President Judy Perkins.

#### **II. Establish a quorum**

In attendance were Judy Perkins, Dawn Schulte, Sue Potter, Angie Bjork, Curt Wandmacher, Karen Solyntjes and Tiffany Meyer. Absent: Sharon Hofmeister

#### **III. Certification of compliance with Open Meeting Law**

Open meeting law compliance was met.

#### **IV. Approve agenda**

Motion made to approve the agenda made by Sue Potter, seconded by Angie Bjork

#### **V. Approve minutes from the May 31, 2016 Meeting**

Motion made by Karen Solyntjes to approve the May 31, 2016 meeting minutes, seconded by Curt Wandmacher.

#### **VI. Current Business**

- A. Review and approval of financial reports - Motion made by Angie Bjork to approve the financial reports made, seconded by Curt Wandmacher.
- B. Audit and approval of monthly expenditures - Motion made by Curt Wandmacher to approve the monthly expenditures, seconded by Sue Potter.
- C. Review and approval of director's report –Motion made by Sue Potter to approve the director's report, seconded by Dawn Schulte. Report attached.
- D. Discussion and action: Return of Library Materials Act – Motion made by Sue Potter to approve the changes to the Ellsworth Library Policy that Tiffany recommended & for Tiffany to make contact with John Thompson for his approval, seconded by Karen Solyntjes.
- E. Discussion and action: EPL Volunteer Policy - Motion made by Curt Wandmacher to approve the EPL Volunteer Policy that Tiffany Meyer presented, seconded by Angie Bjork.

#### **VII. New Business**

- A. Preliminary 2017 MORE Budget was reviewed and discussed
- B. Discussion re: library service to the jail
- C. Trustee Continuing Education
  - o Update on Trustee Essentials training in Roberts June 7
  - o Discussion of Beyond the Walls: Library Programming
  - o Trustee Training Week Aug. 22-26

Adjournment - Motion made by Curt Wandmacher, seconded by Sue Potter to adjourn the meeting, 6:05pm.

Next Meeting: July 26, 2016 5pm

Minutes submitted by Dawn Schulte

# Director's Report

## June 28, 2016

Art with Ann  
 June 23, 2016

### 1. May Statistics:

- a. Total circulation: 5,423 (up from 5,202 in 2015)
- b. New patrons: 19
- c. New items: 358
- d. Public access computer sessions: 373
- e. Wireless sessions: 280
- f. E-materials checkouts: 377
- g. Website Visits: 1,242
- h. Door count: not available (see below)



### 2. Activities/Programs

#### a. June:

PSL Outreach	6/2	6	Summer Fun Activities	6/15	37
Storytime: Colors	6/3	16	Storytime: Father's Day	6/17	33
Atrium Outreach	6/7	11	Legos in the Library	6/21	13
Morning Book Club	6/9	7	Corcoran Puppets	6/22	102
Cooking from Scratch	6/9	12	Summer Fun Activities	6/22	34
Storytime: Feelings	6/10	22	Art with Ann	6/23	10
Tech Time	6/13	3	Storytime: Buzzy Bee	6/24	16
Family Movie Night	6/14	15	Cheese Curd Fest	6/25	91 (est.)
Dazzling Dave	6/15	120			

#### b. Upcoming:

- i. PJ Storytime 6/28
- ii. Magical Mia 6/29 at Zion Covenant Church

### 3. Facilities/Equipment/Services

- a. Sidewalk/stair repair tentatively scheduled for week of July 11
- b. Exploring feasibility of hosting Play & Learn program series with Family Resource Center
- c. Back door people counter not registering information as of May 19

### 4. Personnel

- a. Meetings: Circ Staff, June 2 – discussed scheduling and circ desk issues; MORE Operations Committee Meeting, June 6 (Laurie); All Staff, June 7 – reviewed summer library program logistics; Summer Fun Activities, June 7 (Florence, Tiffany, volunteer); Dementia Friendly Leaders Forum, June 9 (Florence); Marketing, June 14 (Laurie, Florence, Tiffany)
- b. Training: Volunteer Management, June 13-24 (Tiffany via UW-Extension online)
- c. Outreach: Library Resources info-sharing with Pierce County Jail, June 7 (Tiffany); Geocaching info-sharing with Nugget Lake, June 10 (Darcy); From Apron to Pavement promotion with Senior Center, June 21 (Florence)
- d. Darcy Behringer promoted to Assistant Librarian 6/6



Watercolor Samples  
 June 23, 2016

### 5. Friends of the Library

- a. Next scheduled meeting – TBD

### 6. Building/Space Committee update

- a. Next scheduled meeting – TBD